



VACANCY ANNOUNCEMENT

Position Title: Dean of Instruction

Position #: 100240

Position Status: Full-Time

Reports To: Vice President of Academic Affairs

POSITION SUMMARY: The Dean of Instruction and Assessment plays a pivotal role in fostering an innovative, student-centered learning environment at Otero College. The Dean displays positive and supportive relationships among all departmental staff and possesses and demonstrates the attitude that every instructor or staff person can be successful. This position is responsible for overseeing instructional initiatives, including the onboarding and development of faculty and instructors, program review and assessment, ensuring excellence in online education, leading the Curriculum and Instruction Committee, and providing administrative oversight of the Wheeler Library, Accessibility Services, and Tutoring Services. The ideal candidate will be an experienced higher ed professional with a deep commitment to academic excellence and student success.

DUTIES AND RESPONSIBILITIES:

Faculty and Instructor Onboarding/Offboarding and Development

1. Develop and implement comprehensive onboarding/offboarding programs and processes for new faculty and instructors, including those teaching concurrently with our high school partners.
2. Collaborate with Human Resources and department chairs to ensure a smooth transition for new hires.
3. Implement and oversee an instructional coaching program to support faculty and instructors in improving teaching practices.
4. Utilize data from classroom observations, student feedback, and/or other sources to guide coaching efforts and promote instructional excellence.
5. Mediate any student, staff, and/or faculty issues and conflicts in assigned areas; coordinate with appropriate campus resources to aid in the positive resolution of such matters.
6. Provide ongoing professional development opportunities that promote instructional excellence and alignment with the college's mission.

Program Review & Assessment

1. Lead the program review and assessment process, ensuring continuous improvement and alignment with institutional goals.
2. Collaborate with faculty and staff to design and implement effective assessment strategies.
3. Analyze and report on program outcomes, using data to drive curriculum and instructional decisions.
4. Assist with Higher Learning Commission (HLC) reports and activities.

Colorado Online

1. Oversee the development and delivery of online programs and courses, ensuring they meet the standards of Colorado Online.
2. Work with faculty to integrate best practices in online pedagogy and technology.
3. Monitor and assess the quality and effectiveness of online instruction, making data-driven

improvements as needed.

Curriculum & Instruction

1. Provide leadership for curriculum development and instructional innovation across all academic programs.
2. Provide leadership for credit for prior learning processes and procedures.
3. Oversee the Course and Program Approval Process.
4. Review and maintain articulation agreements.
5. Ensure curricula are current, relevant, and aligned with industry standards and student needs.
6. Support faculty in the adoption of innovative teaching methods and technologies to enhance learning outcomes.

Library, Tutoring, and Accessibility Services

1. Provide administrative oversight of the Wheeler Library, Accessibility Services, and Tutoring Services.
2. Collaborate with staff to enhance resources, services, and spaces that support academic success.
3. Promote the integration of information literacy into the curriculum.

Administrative Duties

1. Assist with the development of instructional processes and procedures.
2. Assist with the development of course schedules, the Catalog, and Faculty Handbook.
3. Provide high-level oversight of the budget for the Wheeler Library, Accessibility Services, and Tutoring Services.
4. Assist with academic grant applications, management, and reporting.
5. Serve on assigned committees and CCCS functional groups, including the Deans Council.
6. Attend and participate on Expanded Cabinet
7. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Master's degree in a relevant field.
- 3 years of teaching experience at a post-secondary institution in a variety of modalities (e.g., face-to-face, hybrid, HyFlex, online).
- Experience with program review and assessment
- Detail-oriented and self-directed.
- Initiator, problem-solver, and creative thinker.
- A record of personal, professional and academic initiative and achievement, flexibility and strong interpersonal and communication skills.
- Commitment to diversity, equity, and inclusion in higher education.

PREFERRED QUALIFICATIONS:

- Experience as a faculty mentor or Department Chair.
- Demonstrated success in educational program design and implementation.
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

SALARY:

\$71,050 - \$78,155 with an excellent and competitive benefit package including retirement, health, vision, dental and life insurance, sick and personal leave. [Benefit Information](#)

APPLICATION INSTRUCTIONS

For consideration, an applicant file must contain:

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

Open Until Filled – 1st review of applications will be on November 12, 2024

POSITION START DATE:

ASAP

Submit Application Packet To:

Otero College
Attn: Kelsey Barbee
Director of Human Resources
1802 Colorado Ave
La Junta, CO 81050

FAX: (719) 384-6947

Or Email To: kelsey.barbee@otero.edu

Inquiries May Be Directed To:

Kelsey Barbee
(719) 384-6824

Applicants must submit to and pass a background check before an offer of employment can be extended.

*****Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa.*****

*****Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. *****

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policy 3-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran status or military status, pregnancy status, religion, genetic information, gender identity, gender expression, sexual orientation, or any other protected category under applicable local, state, or federal law (also know as "civil rights laws") including protection against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities. Otero recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the student population and workforce. Otero also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce.

The College has designated Mike Rager, Director of Civil Rights and Investigations as its EO/TITLE IX COORDINATOR and Kelsey Barbee, Director of Human Resources as its AFFIRMATIVE ACTION (AA), OFFICER with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824,

kelsey.barbee@otero.edu , or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Cleary Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO COLLEGE:

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management

Artificial Insemination
Nurse Aide
Practical Nursing
Phlebotomy
Oxyacetylene
Welding Fundamentals I
Welding Fundamentals II
Welding Production
Advanced Welding Pipe
Advanced Welding Railroad

To learn more about Otero College, visit the college's website at www.otero.edu.

OTERO MISSION STATEMENT:

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.